



CARE MANAGEMENT SUPERVISOR
(Ohio Home Care Waiver/ Specialized Recovery Services)

MINIMUM QUALIFICATIONS:

- Current RN, LSW or LISW licensure in the State of Ohio.
- One year paid supervisory experience.
- Five years paid clinical experience in Home and Community Based Services.
- Must have a valid driver's license, access to an automobile, and automobile insurance meeting the minimum requirements of state law.
- Proficient in computer skills.
- Must have a telephone.
- Final candidate must agree to a BCII Criminal Records Check, which includes fingerprinting and pre-employment Drug Screen at the expense of Area Agency on Aging 3.
- It is the sole responsibility of the employee to keep up with all required licensure (Examples RN, LSW, LISW), including continued licensure renewals throughout your employment with Area Agency on Aging 3.

DESIRED QUALIFICATIONS:

- Bilingual (Spanish/English) fluency.

ESSENTIAL FUNCTIONS:

- Administer management practice, policy and procedures. Provide leadership and assistance to Care Management and Recovery Manager staff.
- Responsible for initiating quality improvements, problem resolutions and innovations in the Care Management Department.
- Adheres to privacy HIPAA regulations.
- Provides guidance and training to Care Management Department staff.
- Physical presence in the office is an essential function of the job.
- This position is directly responsible to the VP of Program Operations/Chief Operations Officer/Chief Executive Officer.
- Performs other related duties as assigned by the VP of Program Operations/Chief Operations Officer/Chief Executive Officer.

REQUIRED TRAININGS:

- Annual Ohio Home Care Waiver Trainings
- ANSA Certification
- HCBS Settings Training
- Trained in all required computer software systems.

- Attend any training required by VP of Program Operations/Chief Operations Officer/Chief Executive Officer.

Starting Salary: (reference current salary chart)

Board Approved: 4-25-17

Exempt position

We are an Equal Opportunity/Affirmative Action Employer and Grantor Agency.

Signature

Date